



MERRITT COLLEGE

COUNSELING DEPARTMENT MEETING MINUTES

Date: 3/11/2019	Time: 1:30 pm	Location: R 112A
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Attendees: Zielke, Allen, Moy, Pantell, Ross, Khoo, de Vito, Scurry, Perez, Ciddio

Allotted Time	Topic	Person(s) Responsible
1:30-1:40	<p>Transfer application status</p> <p><i>AD-T Verification: If a student's verification has not gone through electronically, there is a paper form that students can fill out and take to admissions.</i></p> <p><i>IGETC &amp; CSU Breadth Certification: Although the earned degrees and certificates are listed on the top of a student's transcript, the certification is listed at the bottom. Some of the receiving schools are having difficulty locating this notation on the transcript.</i></p> <p><i>UCB: UCB creates a wait list they can refer back to if they do not meet their enrollment numbers. A deposit is due along with the intent to register for accepted students.</i></p> <p><i>For every two freshman who are accepted, one transfer student is also accepted.</i></p>	Khoo
1:40-1:55	<p>AD-T Reciprocity</p> <p><i>This is needed for student's who have courses from other schools but are petitioning for AD-T degrees. The school must be regionally accredited and there are four guidelines for reciprocity (see attached handout).</i></p> <p>Artic Report</p> <p><i>See attached report.</i></p>	Pantell
1:55-2:00	<p>My Path Coordinator?</p> <p><i>Tabled</i></p>	Scurry
2:00-2:10	<p>Eliminating Computer Literacy Requirement</p> <p><i>Tabled</i></p>	Scurry
2:10-2:20	<p>Standing Items:</p> <p>1. Reports from programs:</p>	All

	<p>Puente, Sankofa, FYE, Veterans, SAS, EOPS, Athletics, Transfer Center, Centro Latino, SEA, etc.  <i>FYE: Students will be going to Stanford tomorrow.</i>  <i>SAS: April 10th OSUD students will be on campus for their annual campus outreach event.</i></p>	
2:20-2:35	<p>Standing Items:  2. Committee reports  -SEA: <i>High school transcripts will no longer be updated on the W drive. Use either transcripts students bring in or self-reported information.</i>  <i>It's ok to not use "follow up" from the SEP drop down menu when revising a CSEP. Continue using "comprehensive" even for multiple CSEP updates/revisions.</i>  <i>District A&amp;R is about 2 ½ weeks behind in processing initial transcript evals.</i>  <i>Student enrollment appointments will be visible prior to spring break.</i>  -CDCPD: <i>Program Review validation process reviewed. PFT-FAQ regarding class assignments for instructors was reviewed.</i>  -Federal Student Aid  1. <i>Faculty must assist FA by taking attendance and submitting their census and attendance rosters as well as turning in grades on time or they hold up disbursements.</i>  2. <i>There is nothing that cannot be fixed.</i>  3. <i>Our recertification is due June 19, docs need to be submitted on March 31st.</i>  4. <i>Is your school demonstrating admin capability to manage Title IV?</i>  5. <i>Supervisor position at campus was eliminated. They have to hire a Director immediately.</i>  6. <i>Need a program manager to assist with the recertification process.</i>  7. <i>Ferpa: Staff at front counter need training. Layout is not conducive to privacy</i>  8. <i>Data protection: could not find at campus or district a system or plan for data protection</i>  9. <i>FA and Business Office need to work hand in hand</i>  10. <i>Practice does not match policy</i></p>	All

Merritt College Mission: The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy

	<p>11. <i>Consumer information: out of date with website and it connects to another college</i></p> <p>12. <i>Regulations and policies: students have a right to request a copy of them. Not able to determine if a manual exists.</i></p> <p>13. <i>Even minimum requirements for Student Academic Progress (SAP) are missing at this campus.</i></p> <p>14. <i>Need to form a SAP committee from all areas of the college</i></p> <p>15. <i>Appeals for 150% attempted hours rule: depending on your Campus SAP policy you may approve or deny</i></p> <p>16. <i>Extenuating circumstances means: it's outside of the student's control.</i></p> <p>17. <i>Stats: the institution needs to keep track of how many appeals are received per year and how many of those approved do graduate.</i></p> <p>18. <i>There are audit findings that were found before. The campus needs to follow the corrective action they agreed to. That has not been the case.</i></p> <p>19. <i>Clary and drug/alcohol policies need to be reviewed and updated. There is no process for late start classes.</i></p> <p>20. <i>Staff training: staff needs to be allowed to attend trainings. They are no cost to the institution.</i></p> <p>21. <i>The campus needs to develop workshops for students about financial literacy.</i></p> <p>22. <i>The campus needs to develop a financial aid calendar.</i></p>	
2:35-2:40	<p>Standing Item:</p> <p>3. SLOAC report <i>MZ will meet with coordinator to review and update worksheet.</i></p> <p>4. Survey count = 51/100</p>	All
2:40	<p>Announcements</p> <p>-March 21st flex day meeting regarding AB705 etc. 1-3 @ District.</p> <p>-May 9th District Wide Counseling Meeting @ Laney</p>	Zielke